

Online Learning Guide

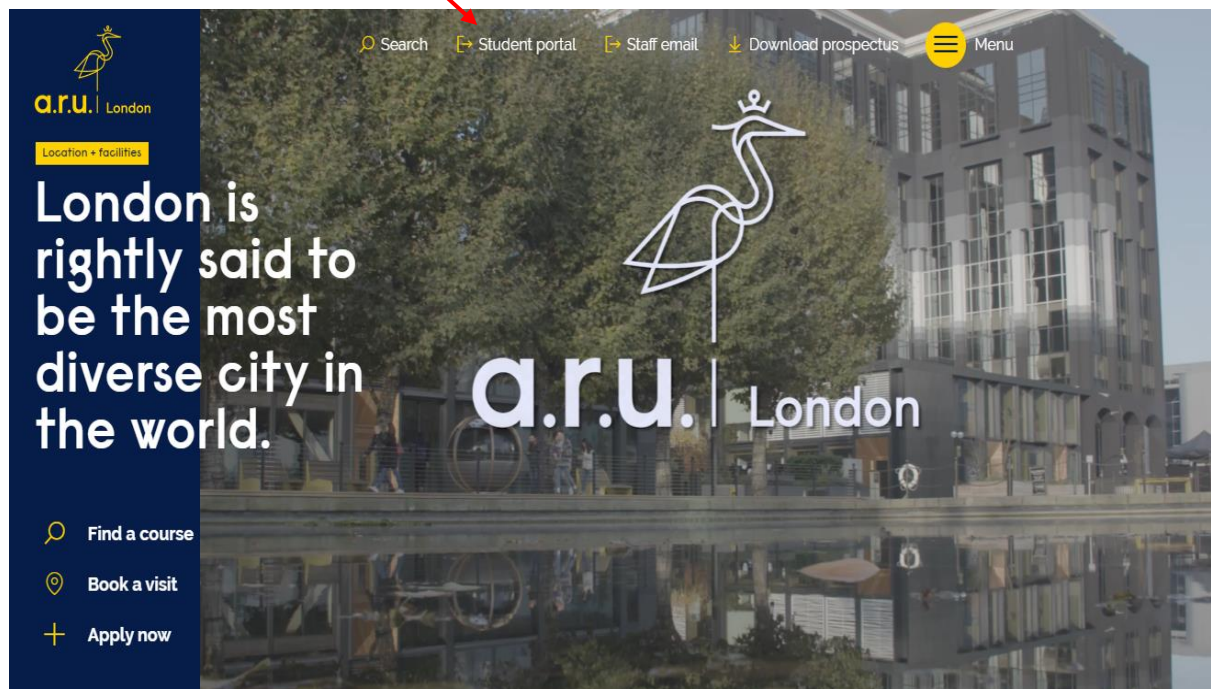
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1. How To Login To Your Online Learning Platform

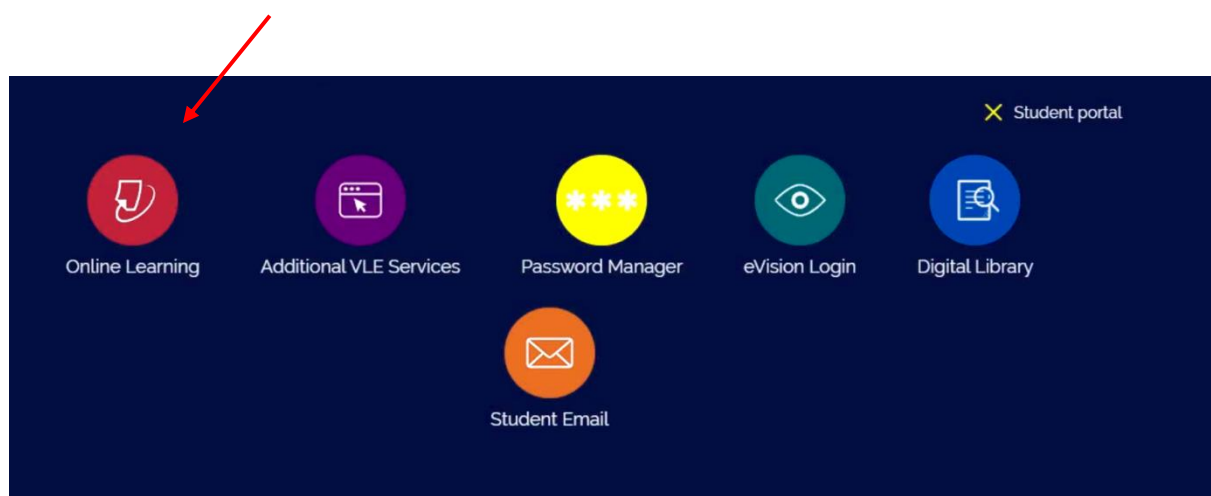
Step 1

To login to the Virtual Learning Environment (VLE) please visit the ARU London homepage at <https://london.aru.ac.uk/>. Once here, click on 'Student Portal'.



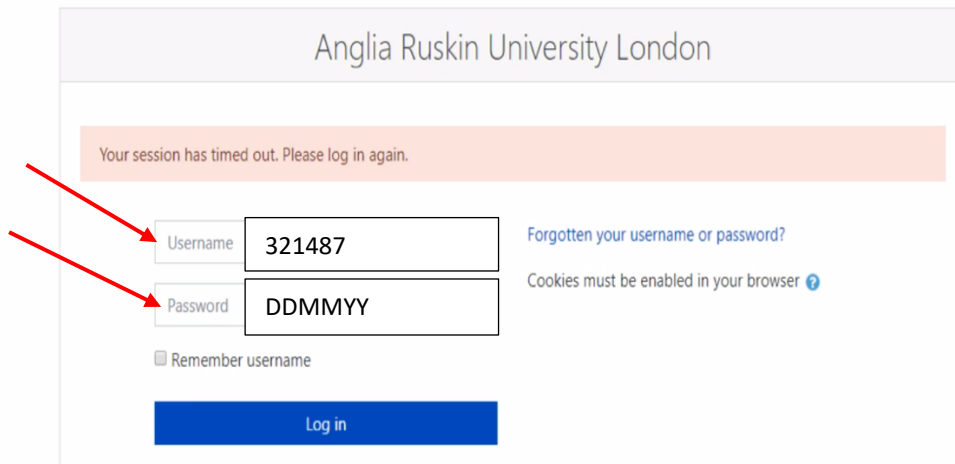
Step 2

On the next page click on 'Online Learning' and you will be redirected to the VLE login page.



Step 3

On the login page enter your VLE username and password then click 'Log in'.



Anglia Ruskin University London

Your session has timed out. Please log in again.

Username: 321487

Password: DDMMYY

☐ Remember username

Log in

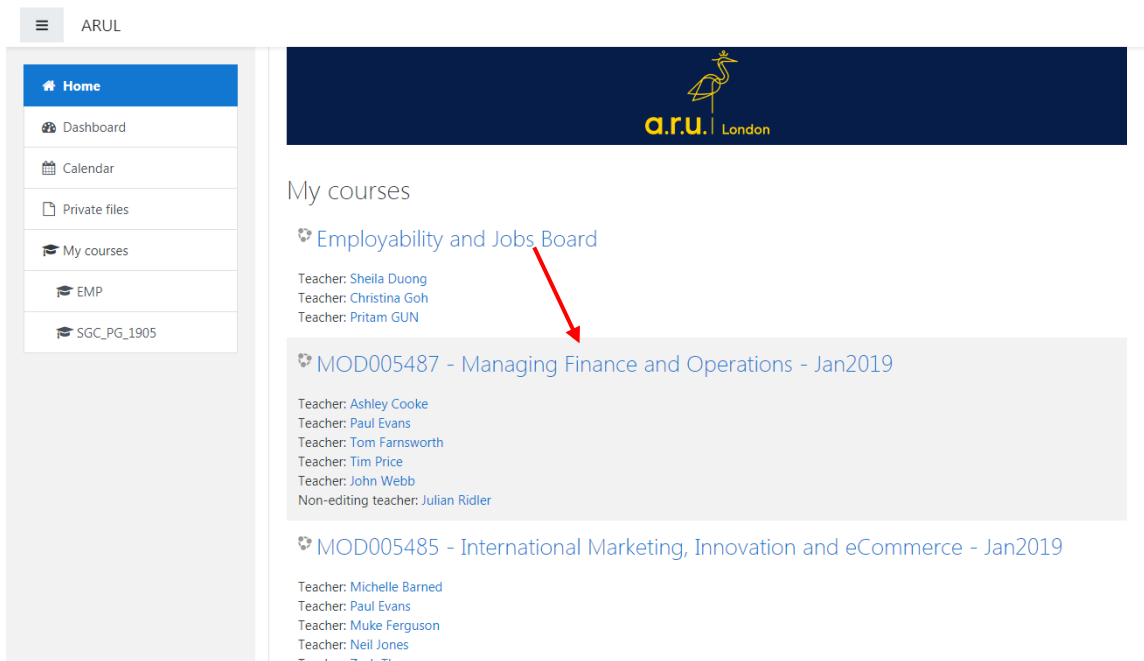
[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Two red arrows point to the Username and Password input fields.

Step 4

Click on the title of the module you want to access.



ARUL

Home

Dashboard

Calendar

Private files

My courses

EMP

SGC_PG_1905

My courses

[Employability and Jobs Board](#)

Teacher: Sheila Duong
Teacher: Christina Goh
Teacher: Pritam GUN

[MOD005487 - Managing Finance and Operations - Jan2019](#)

Teacher: Ashley Cooke
Teacher: Paul Evans
Teacher: Tom Farnsworth
Teacher: Tim Price
Teacher: John Webb
Non-editing teacher: Julian Ridler

[MOD005485 - International Marketing, Innovation and eCommerce - Jan2019](#)

Teacher: Michelle Barned
Teacher: Paul Evans
Teacher: Muke Ferguson
Teacher: Neil Jones
Teacher: Zach Thompson

A red arrow points to the 'MOD005487 - Managing Finance and Operations - Jan2019' link.

Step 5

Each week, your lecturer will be uploading videos, PowerPoint presentations and activities for you to complete. You will be asked to open them whilst your lecture guides you through the learning material.

SESSION 9.1 COMMUNICATING CHANGE



How to communicate with the lecturers

2.1 Academic Chat Room

Step 1

You will see a number of chat rooms have been set up. Click on the chat with your lecture's name and your group number. If you're not sure about your group number, you can find it on your timetable.



"If you want truly to understand something, try to change it"
- Kurt Lewin

 RESIT LCM 010 coursework - click here to submit

Restricted Not available unless: You belong to **RS**

 Shahriar Daudpota Chat

Restricted Not available unless any of:

- You belong to **02**
- You belong to **03**
- You belong to **05**

 Annette Helliwell Chat

Restricted Not available unless any of:

- You belong to **01**

Your tutor will be online during class times, so it's important you come to VLE during your scheduled class time:

Morning class - 10 AM - 1 PM

Afternoon class - 2 PM - 5 PM

Evening class - 6 PM - 9 PM


Step 2

On the next page click on **Enter the chat now**.

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Annette Helliwell Chat

[Click here to enter the chat now](#) 

[Use more accessible interface](#)

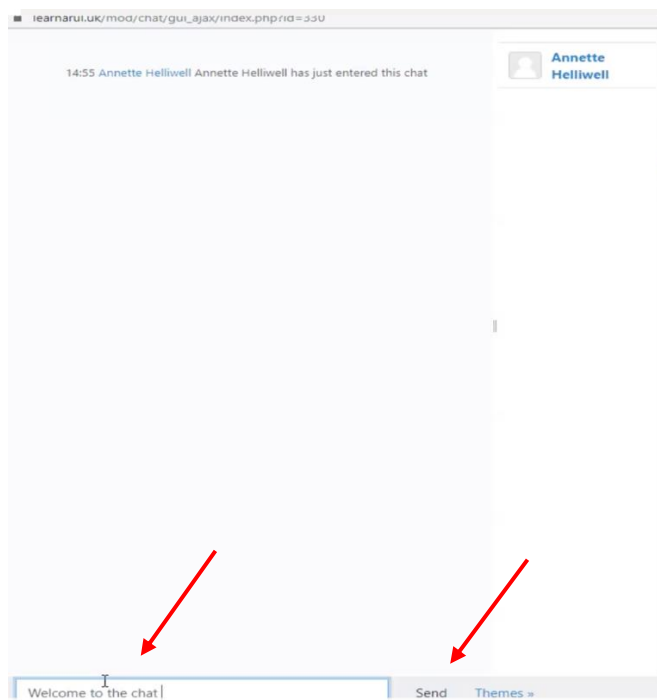
[View past chat sessions](#)

[Zoom Webinar](#)

Jump to...

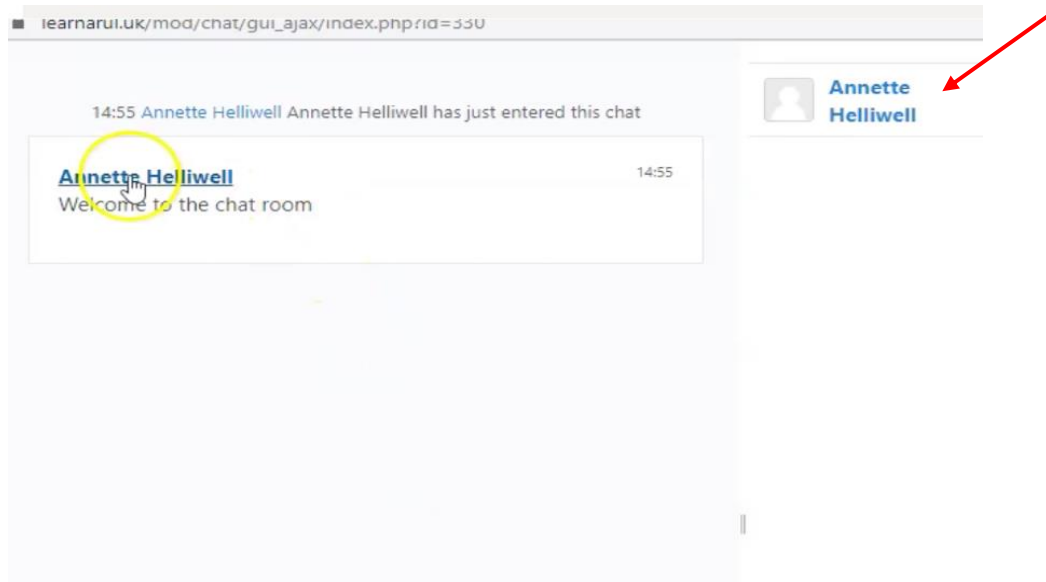
Step 3

Once you enter the chat there will be a text box which you can type into and when you have finished you can then press **'Send'**.



Step 4

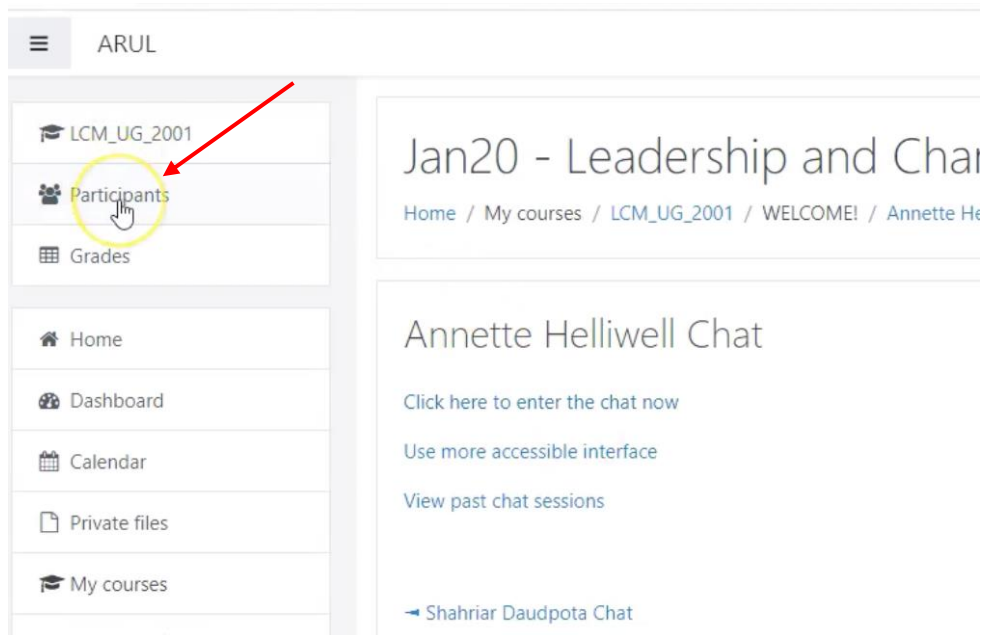
You will be able to see who is in the academic chat room and what other participants are discussing. The messages will appear from the moment that you enter the chat room.



2.2 Emailing your lecturer

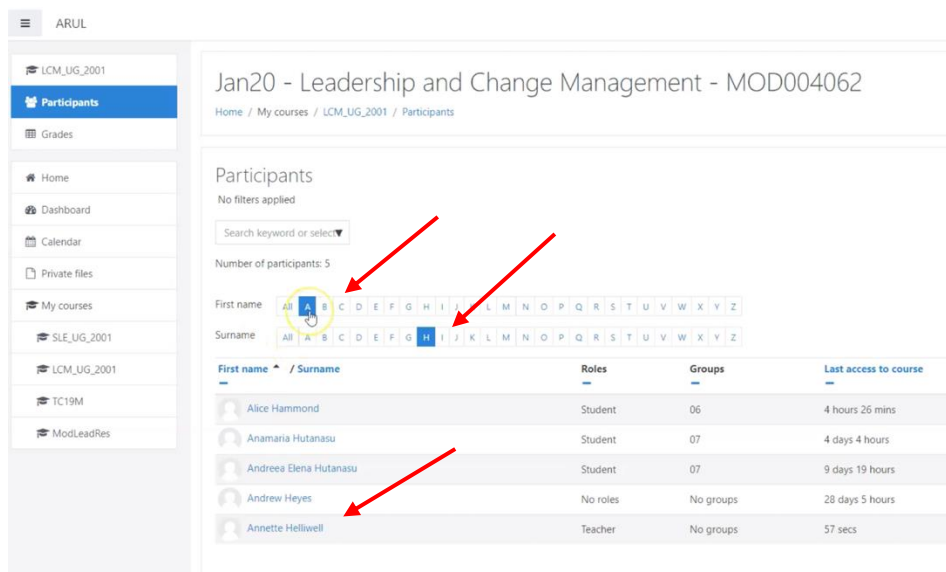
Step 1

If you have a private issue you'd like to discuss with your lecturer, you can email them directly. Their email address can be found through 'Participants'.



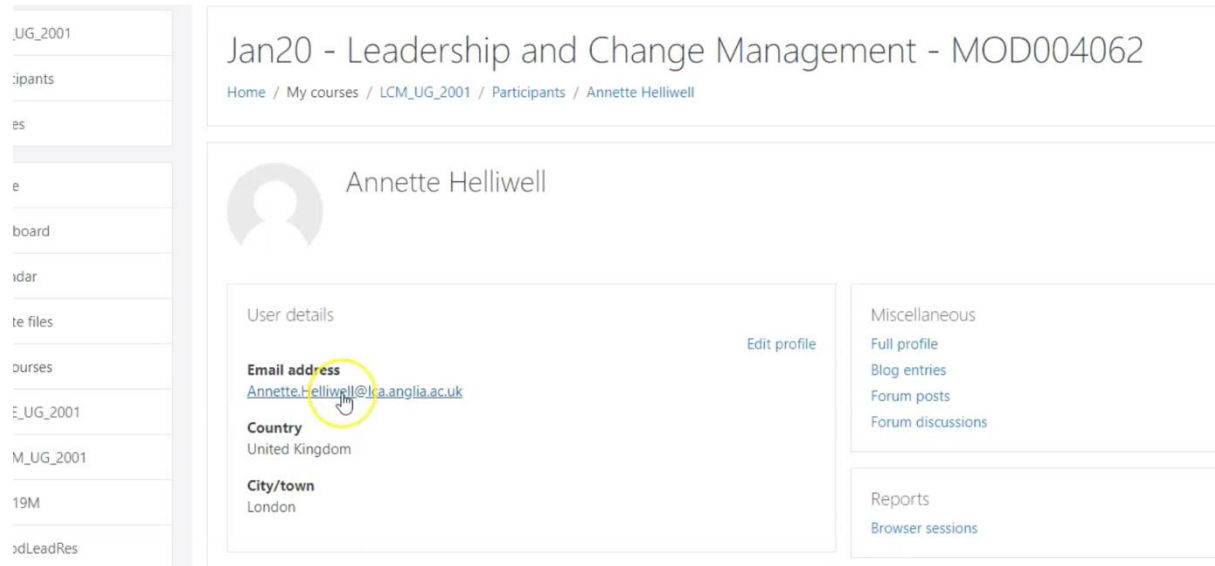
Step 2

To find your lecturer's email address you will have to select his/her name and surname initials.



Step 3

Look through the list provided and press on the lecturer's name. You will be redirected to the page with their email address.



The screenshot shows a user profile page for Annette Helliwell. On the left is a vertical sidebar with a list of course codes: LCM_UG_2001, Participants, es, e, board, idar, te files, urses, E_UG_2001, M_UG_2001, 19M, and dLeadRes. The main content area has a header "Jan20 - Leadership and Change Management - MOD004062" with a breadcrumb trail "Home / My courses / LCM_UG_2001 / Participants / Annette Helliwell". Below the header is a profile card for Annette Helliwell, featuring a grey silhouette icon and the name "Annette Helliwell". The card is divided into two sections. The "User details" section on the left includes fields for "Email address" (Annette.Helliwell@lca.ac.uk, which is circled in yellow with a mouse cursor pointing to it), "Country" (United Kingdom), and "City/town" (London). An "Edit profile" link is located to the right of this section. The "Miscellaneous" section on the right contains links for "Full profile", "Blog entries", "Forum posts", and "Forum discussions". At the bottom right, a "Reports" section contains a link for "Browser sessions".

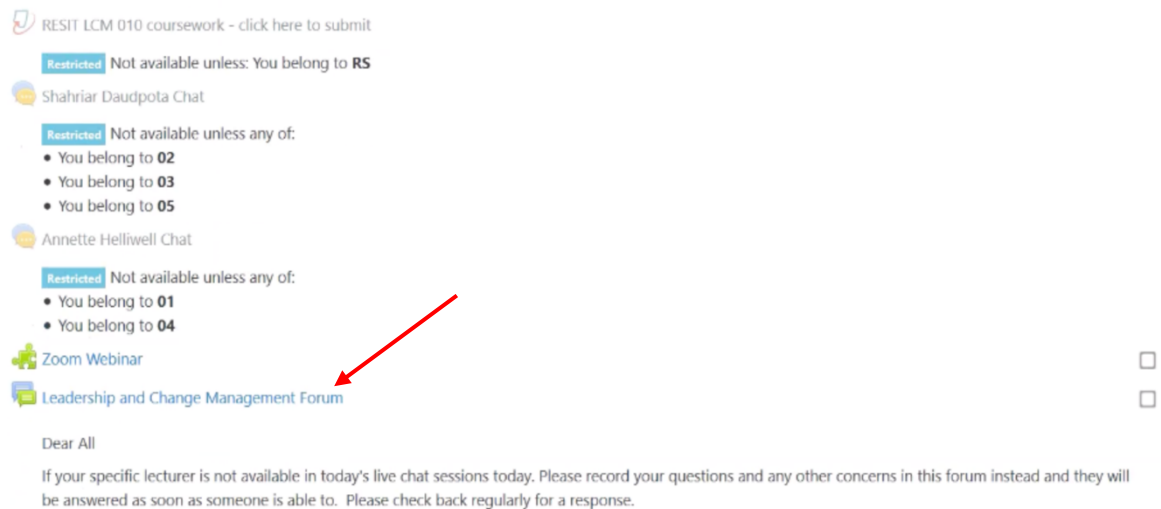
Please remember that we will communicate with you only through your student email address.

2.3 Forum

PLEASE NOTE: Forum is for sending enquiries to lecturers outside scheduled class times as academic chat rooms are available only during 3 hours session time.

Step 1

If your tutor is unavailable and you want to send a question, you have to click on the link indicated below.



RESIT LCM 010 coursework - click here to submit

Restricted Not available unless: You belong to **RS**

Shahriar Daudpota Chat

Restricted Not available unless any of:

- You belong to **02**
- You belong to **03**
- You belong to **05**

Annette Helliwell Chat

Restricted Not available unless any of:

- You belong to **01**
- You belong to **04**

Zoom Webinar

Leadership and Change Management Forum

Dear All

If your specific lecturer is not available in today's live chat sessions today. Please record your questions and any other concerns in this forum instead and they will be answered as soon as someone is able to. Please check back regularly for a response.

Step 2

Then click on **'Add a new discussion topic'**.

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Home / My courses / LCM_UG_2001 / WELCOME! / Leadership and Change Management Forum

Leadership and Change Management Forum

Dear All

If your specific lecturer is not available in today's live chat sessions today. Please record your questions and any other concerns in this forum instead and they will be answered as soon check back regularly for a response.

Add a new discussion topic

(There are no discussion topics yet in this forum)

Zoom Webinar

Jump to...

Turnitin LCM

Step 3

Next type in your question and the subject.

• Your new discussion topic

Subject

Message



B *I*

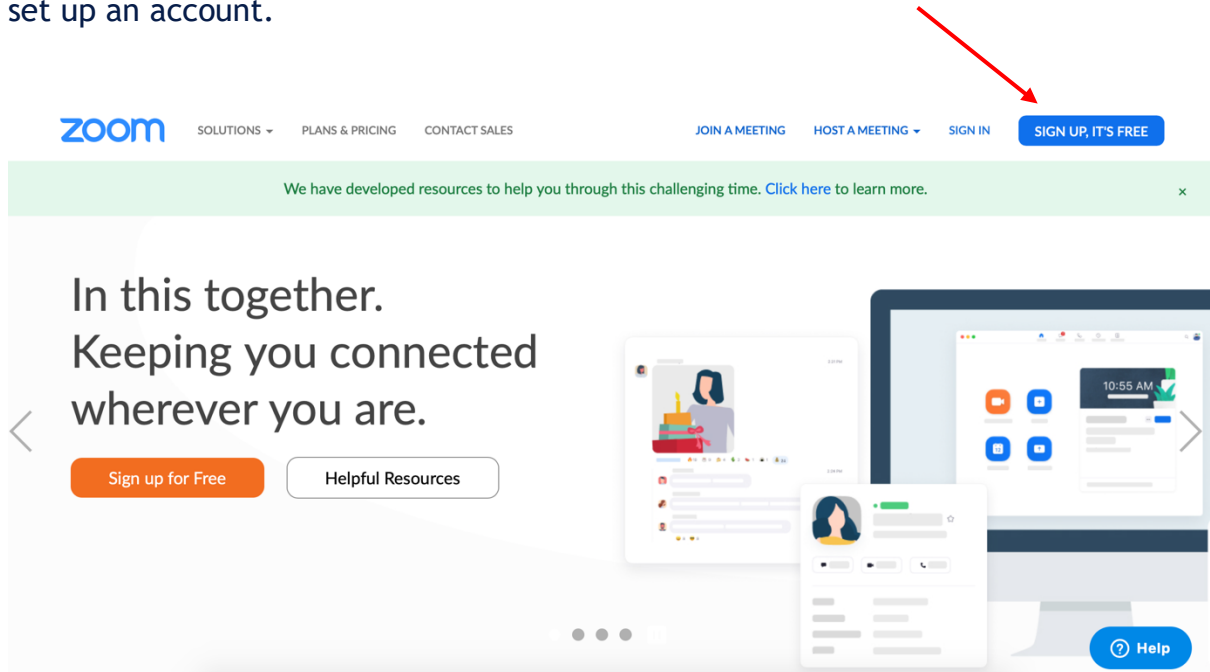
☒ Discussion subscription

It is important, that once you send the question you keep going back to check if any answers have been given to your question.

Zoom Webinars

Step 1

To be able to use the webinars, first you will have to go to <https://zoom.us> and set up an account.



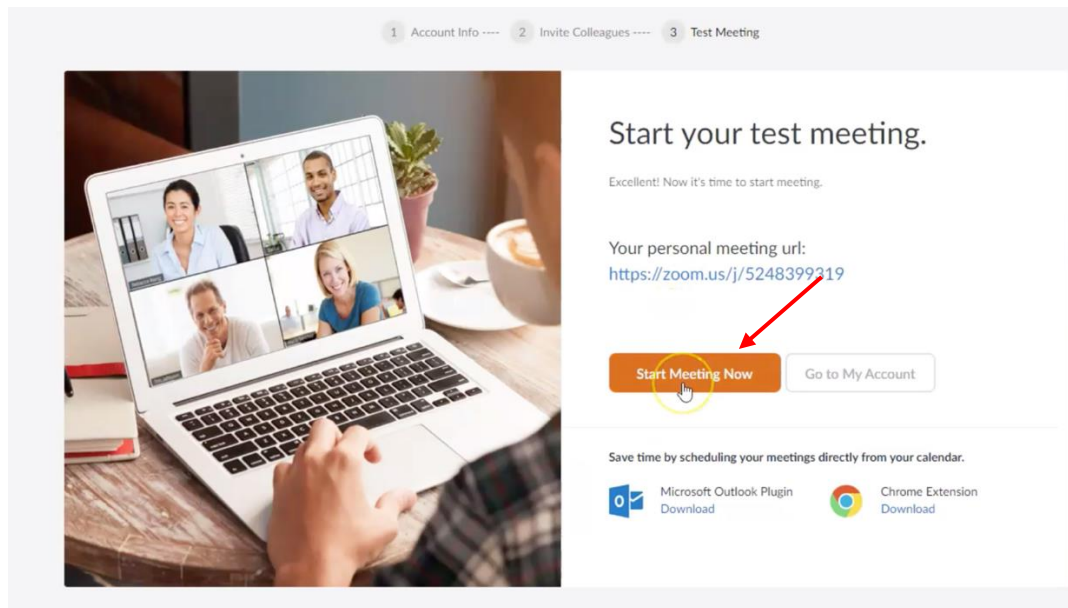
Step 2

You will sign in with your student email address and set up a password. It will then send you confirmation to your student email that you need to click on to set up the account.

A screenshot of the Zoom 'Sign In' page. The page has a dark header with contact information and a navigation bar similar to the homepage. The main heading is 'Sign In'. Below it are two input fields: 'Email address' and 'Password'. Two red arrows point to these fields from the right. Below the password field is a blue 'Sign In' button. At the bottom, there are links for 'Forgot password?' and a checkbox for 'Stay signed in'. A horizontal line with the word 'or' is at the very bottom.

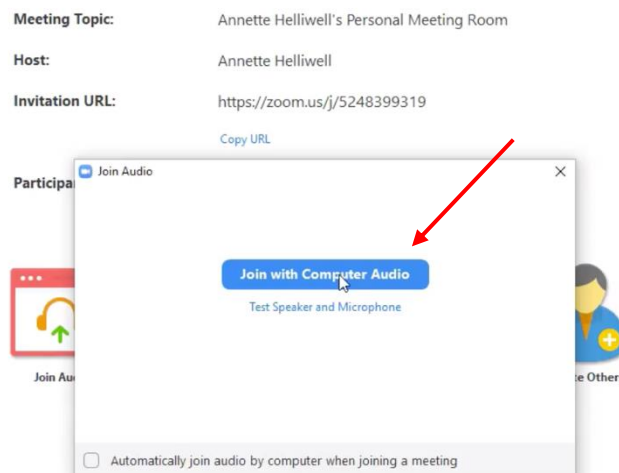
Step 3

Once you've done that you can start your test meeting.



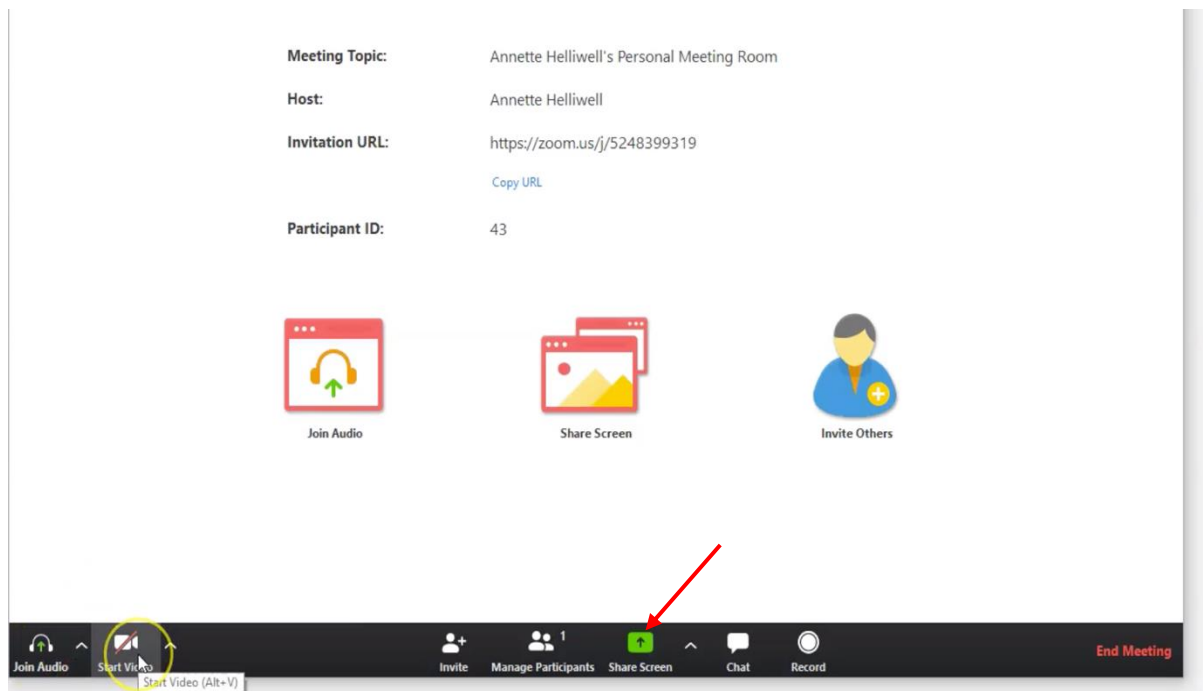
Step 4

You will be able to decide if you want to use the built-in mike or headphones and if you want to join with your camera on or off.



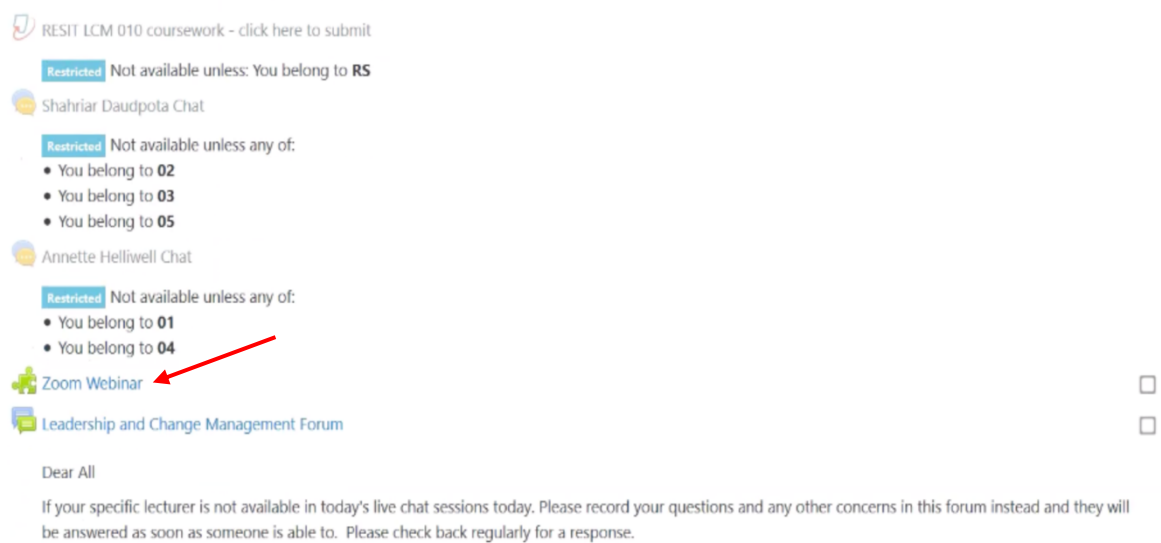
Step 5

There is also an option to share screen, so you can see either your tutor or what they're sharing a PowerPoint presentation or video.



Step 6

The Zoom Webinar will be available on your module page.



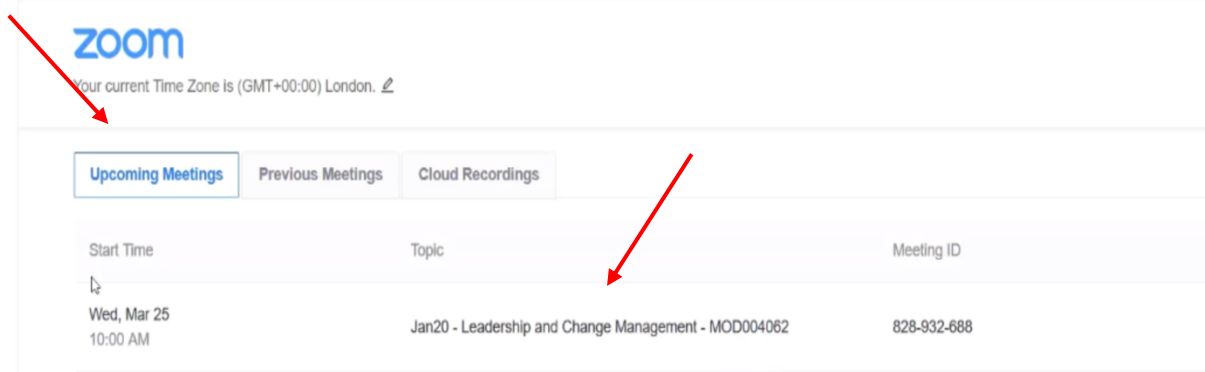
Step 7

Your lecturer will set up the webinar and there will be a link in **‘Upcoming Meetings’** that leads you to it. You can enter the meeting when the link is active.

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Zoom Webinar



zoom

Your current Time Zone is (GMT+00:00) London. [📍](#)

Upcoming Meetings Previous Meetings Cloud Recordings

Start Time	Topic	Meeting ID
Wed, Mar 25 10:00 AM	Jan20 - Leadership and Change Management - MOD004062	828-932-688

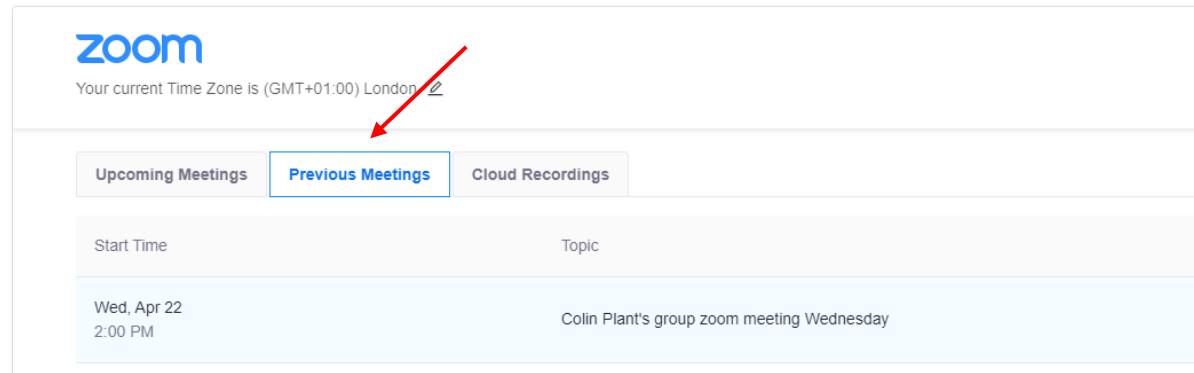
Step 8

The other useful tab is **‘Previous Meetings’**. If you click on that, you will be able to go back and listen to what you and your lecturer said during that meeting.

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Zoom Webinar



zoom

Your current Time Zone is (GMT+01:00) London. [📍](#)

Upcoming Meetings **Previous Meetings** Cloud Recordings

Start Time	Topic
Wed, Apr 22 2:00 PM	Colin Plant's group zoom meeting Wednesday

The following are 10 of the most important rules for interacting with other students and your lecturer during the webinar:

1. Log in to Zoom a few minutes early. Depending on the webinar that is held, you may get locked out if you log in late (i.e. 15 minutes).
2. When logging in, make sure your microphone is on mute. Doing so will reduce audio feedback and avoid annoying other students.
3. Remove distractions, such as background noise i.e. television, music, mobile phone. Background noise can be very disturbing and cause other students to zone out.
4. Avoid walking around using the webinar. Using the bathroom or going to the kitchen to make a drink or get something to eat can be very distracting and will disturb other students.
5. Find a quiet space where you will not be interrupted.
6. Do not use the Webinar as your personal chat room to catch up with other students.
7. Your webinar is your time to interact with your lecturer and other students.
8. Avoid giving your login to other students to join your class webinar
9. Try to avoid speaking over or interrupting the speaker. Practice making notes or writing your points down for you to remember later.
10. Avoid logging in to Zoom using a mobile phone. Depending on your device, the size of the screen space can reduce your ability to use the online functions correctly.
11. Speak calmly and try not to rush. Remember other students may have a contribution to make therefore, please be sensitive to others.

Should you have any questions, please contact the iCentre:

Live Chat <https://london.aru.ac.uk/>

iCentre@london.aru.ac.uk

0207 400 6789